



## PHASE 3 OPERATING REQUIREMENTS

### Most Businesses

**Sectors:** Retail; Restaurants and Cafes; Bars and Breweries; All Non-Critical Services; Offices; Libraries, Museums, and Archives.

**Description:** Any business type that can involve close interaction between staff and customers/public.

## BEST PRACTICES FOR BUSINESSES

### Alternate Ordering, Delivery, Pickup, and Transaction

- Continue to prioritize entryway, curbside, and home delivery, as practicable.
- Continue to prioritize telephone and online ordering for contactless pickup and delivery.
- Implement and encourage cashless and receipt-less transactions.
- Utilize different entry and exit points using one-way traffic, where possible.
- Reservations strongly encouraged. Walk-ins are permitted.
  - A visitor log is not required but is useful for COVID-19 contact tracing by public health professionals if needed.
  - A visitor log should contain sufficient information for public health professionals to contact an individual in COVID-19 cases and should be available for 30 days.

### Support and Promote Personal Mitigation Strategies

- Employees and customers should wear face coverings in public settings, especially in settings where employees or customers will be in close proximity to others.
- Encourage teleconference and/or videoconference to minimize physical interaction.
- High-risk populations encouraged to stay home.
  - Businesses should consider reserved hours of operations limited to high-risk populations.
- Ensure that ventilation system is operating properly and if possible, increase circulation of outdoor air.
- Business should have a designated employee on-site responsible for monitoring and following all sanitation protocols.

## SAFETY MEASURES\*

\* Individual businesses may choose to be more restrictive.

### GENERAL

- Employees and customers strongly encouraged to continue practicing 6-foot physical distancing protocols.

## ATTACHMENT A

- Hand sanitizer or hand washing publicly available for customers.
- Frequent hand washing by employees, and adequate supply of soap, disinfectant, hand sanitizer, and paper towels available onsite.
  - Staff to follow Centers for Disease Control (CDC) [guidance](#) for COVID-19 hand hygiene.
  - COVID-19 hygiene protocols do not supersede hand washing requirements outlined in Anchorage Food Code (AMC 16.60) when food workers are preparing ready-to-eat foods.
  - Strict adherence to food safety standards required to operate a food service business.
- Develop COVID-19 Mitigation Plan that contains, at a minimum, the Operating Requirements in this document and other protocols to minimize direct contact between employees and customers, increase physical distancing, and protect staff and the public.
  - The COVID-19 Mitigation Plan must be kept on the business premises that includes written safety, sanitization, and physical distancing protocols (specific to COVID-19.)

### **CAPACITY:**

- Businesses may operate at a capacity that maintains physical distancing of 6-feet for customers and staff.
  - All occupied desks, cubicles, or workspaces must keep people 6-feet apart or greater.
  - Tables must be 6-feet apart or greater, as measured from edge-to-edge.
  - Customers/groups seated at a bar must be seated at least 6-feet apart from other customers/groups.

### **OPERATIONS**

- Businesses must post entryway signage stating that any customer who has [symptoms of COVID-19](#) must not enter the premises and notifying the public of the COVID-19 Mitigation Plan for the business.
- Employees are to operate any self-service buffet, salad bar, etc. on behalf of a customer, or provide pre-packaged options.
  - Self-service items such as bulk baked goods and gravity dispensers, may be used by customers if the utensil used to dispense the food is designed for a single use and door handles and levers are disinfected every 2 hours.
- Fully sanitize hard surfaces and common touch points, such as tables, chairs, screens, doorknobs, water fountains, restrooms, etc. at least daily or between use as much as possible.
- Weekly cleaning and disinfecting of the premises must be conducted in compliance with [CDC protocols](#). In lieu of performing the CDC cleaning and disinfecting, the facility may shut down for a period of at least 72 consecutive hours per week to allow for natural deactivation of the virus, followed by site personnel performing a comprehensive disinfection of all common surfaces.

## ATTACHMENT A

### ALL EMPLOYEES AND STAFF

- Provide training for employees on COVID-19 and the COVID-19 Mitigation Plan for the business.
- Conduct pre-shift screening and maintain staff screening log.
  - Employer is to maintain staff screening log for 30 days.
  - No employee displaying [symptoms of COVID-19](#) will be permitted to be in the facility.
  - An employee who becomes sick while at work should be immediately sent home.
  - No person may work within 72 hours of exhibiting fever.
- Symptomatic or ill employees may not report to work.
- Employer must establish a plan for an Occurrence of COVID-19 in the workplace and include it in the COVID-19 Mitigation Plan. CDC guidance [here](#).

### IN THE EVENT OF OCCURRENCE

- When an active employee is identified as being COVID-19 positive by testing, CDC cleaning and disinfecting must be performed as soon after the confirmation of a positive test as practical. In lieu of performing CDC cleaning and disinfecting, retail businesses may shut down for a period of at least 72 consecutive hours to allow for natural deactivation of the virus, followed by site personnel performing a comprehensive disinfection of all common surfaces.
  - CDC protocols for Cleaning and Disinfection can be found [here](#) and [here](#).

### QUESTIONS?

- Email us with questions at: [COVID-19-business@anchorageak.gov](mailto:COVID-19-business@anchorageak.gov)